



# Personal contribution

*When you order a new lease bicycle, all options are open. Will you go for a fast racing bicycle, a handy cargo bike or rather a cool speed pedelec? So many possibilities! You can imagine the admiring looks from your colleagues and friends as you whizz by on your brand new bike... until you see the price tag. But don't worry, o2o has a solution: welcome, personal contribution!*

## 1. Hello, personal contribution!

You do not have enough budget through your salary or cafeteria plan to order your ideal bicycle. What next? Should I abandon my dream bicycle and look for a cheaper alternative? No, you shouldn't! With the personal contribution you pay a one-off amount to o2o, which reduces the monthly rental price - and still makes it possible to lease your favourite bicycle.

## 2. When do I make a personal contribution?

**Attention!** A personal contribution is only possible if your employer allows it.

Are you short of budget for your ideal bicycle and does your employer allow a personal contribution? Then enter your desired personal contribution in the calculation of your lease price in myo2o Biker:

- After entering all parameters, you will see the calculated lease price.
- Enter your personal contribution here and the reduced lease price will appear.

## 3. How do I make a personal contribution?

### Step 1: Calculate your lease price

Calculate your lease price based on the list prices mentioned on the offer from your bicycle dealer and choose the services you want.

### Step 2: Enter your desired personal contribution

After calculating the lease price, and possibly your gross salary contribution and net cost, enter the desired amount for your personal contribution. Calculate the new lease price. Is it within your available budget? Top! Then follow the further steps to place your order.

### **Step 3 Confirm your order and your personal contribution**

After placing your order request, you will receive the rental agreement and/or addendum to the employment contract, with an attached agreement for your desired personal contribution. Sign the rental agreement, the addendum with regard to the personal contribution and, if applicable, the addendum to the employment contract and submit all these documents to o2o via myo2o Biker.

### **Step 4: Pay the invoice for your personal contribution**

After the confirmation of your order and your employer's approval, you will receive an invoice from o2o with the amount of your chosen personal contribution. Please pay this invoice as soon as possible. After receiving the contribution, o2o will place your order with the bicycle dealer. This way, your favourite bicycle will soon come closer!

# Terms of service personal contribution

Valid from 11/07/2023 replacing all previous versions of these general terms and conditions.

## 1. Definitions

1. The user: the physical person who concludes or has concluded a Bicycle contract, hereinafter referred to as 'Cyclist'.
2. Bicycle: the bicycle as described in the Declaration of receipt of the User.
3. Bicycle policy: the document setting out the ground rules for the provision of a lease bicycle with a specific employer.
4. Bicycle contract: the Rental quote accompanied by the Declaration of receipt.
5. Rental quote: the o2o quotation for hiring the lease bicycle confirmed by the User when ordering the Bicycle and Accessories (may also be the addendum to the employment contract).
6. Dealer: bicycle dealer or repairer who delivered the lease bicycle to the User.
7. Declaration of receipt: the declaration signed by the User upon receipt of the Bicycle from the bicycle dealer.
8. Accessory: equipment that is an integral part of the vehicle and cannot be used independently of the vehicle. These accessories should be screw mounted.
9. Lease order: the bicycle lease application submitted.
10. Rental term: the duration of the lease.
11. Rental contribution: the rental price of the lease bicycle.
12. Wage component: the part of the wage package that can be exchanged for another benefit under flexible compensation, here bicycle leasing.
13. Personal contribution: a cash payment to o2o made by the User for the conclusion of a Bicycle contract.

## 2. Introduction

The budget available from the wage component determines the Bicycle that can be rented via leasing. After all, the monthly budget available must be sufficient to finance the monthly rental price of that Bicycle.

In case the budget would be insufficient, the employer may allow a Personal contribution from the employee. This means that the employee finances the difference between the rental price and the available budget by means of a one-off Personal contribution. The employee pays this Personal contribution directly to o2o; however, o2o remains the owner of the Bicycle for the entire rental period.

The one-off contribution reduces the total value to be financed during the lease term, thereby reducing the monthly rental contribution. As such, the acquisition price after the end of the lease term remains the same.

The other parameters for calculating the rental price remain the same. The insured value remains the same as the Bicycle's original list price.

So after the rental period, the total cost is the same regardless of whether a Personal contribution was paid.

Suppose the total financeable value of the Bicycle with its options and Accessories is 5.000 EUR. This brings the monthly rental price to 168.88 EUR, including insurances. The available budget is only 155 EUR per month.

With a Personal contribution of 500 EUR, the value to be financed during the lease term decreases by 500 EUR, lowering the monthly rent to 154.63 EUR /month\* and hence the Bicycle can be leased.

*(\*) The examples are provided for clarification purposes. All examples used are fictional.*

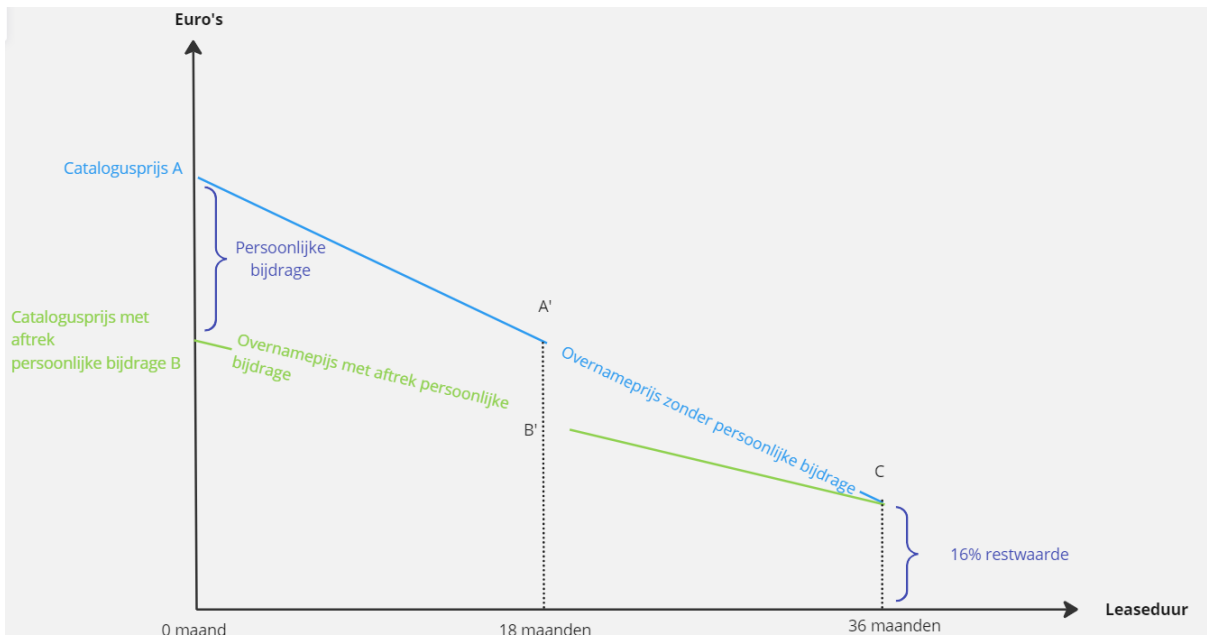
### 3. Conditions

- Must be authorised by the employer.
- Must be paid by the employee to o2o before the order of the Bicycle is placed.

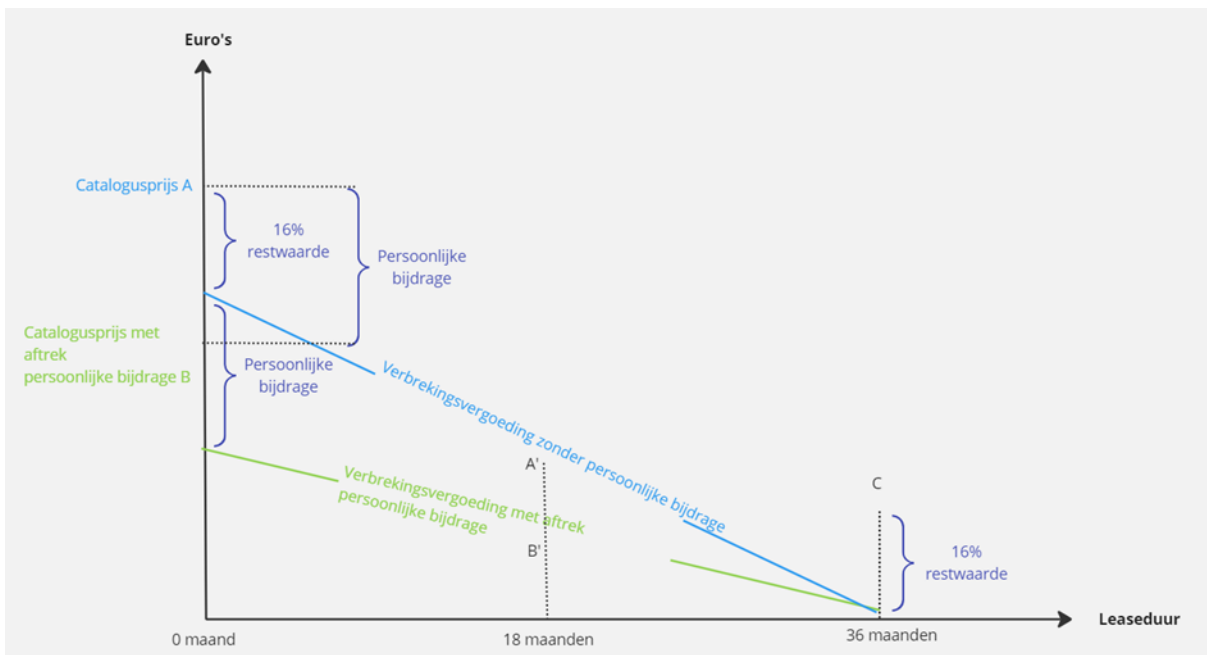
### 4. What at the end of the lease contract?

The Personal contribution is not refunded upon termination of the lease contract after the end of the Rental term. In case of early termination, o2o provides a settlement of the Personal contribution:

- **Theft/total loss:**
  - Upon approval by the insurer, the lease contract ends without additional costs. o2o provides a discount coupon that can be used when ordering a new Bicycle. The amount of the discount coupon takes into account the already financed value of the Bicycle.
  - In case of refusal by the insurer, the conditions as described when taking over the Bicycle apply.
- **Takeover of the bicycle by the employee:** settlement of the Personal contribution in the takeover price is done via the following linear depreciation, starting from the list price (of Bicycle and Accessories, as stated on the Rental quote).



- Return of the bicycle to o2o according to the provisions in the bicycle plan:
  - Or the cancellation fee is calculated via linear depreciation starting from the list price (of Bicycle and Accessories, as stated on the Rental quote), with deduction of the Personal contribution,



- Or the cancellation fee is a multiple of the rent, which was reduced because of the Personal contribution.

## **5. Invoicing and deadline for payment of the contribution**

After approval of the order by the User and the employer, the User will receive an invoice from o2o for the amount of the Personal contribution chosen by the User. Payment of this invoice is a condition for placing the order. As long as the User has not paid the contribution, o2o will not order the Bicycle at the bicycle dealer.

The payment term for the invoice is 5 calendar days.

## **6. What if the bicycle is not available during the ordering process?**

In case the Bicycle is eventually not orderable or available from the bicycle dealer, the invoice for the Personal contribution will be credited and the Personal contribution paid will be refunded in full to the User.

## **7. Cancellation of the lease order during the ordering process by the user or employer**

In the event that the User or the employer still wishes to cancel the order after the Bicycle has been ordered from the bicycle dealer, the invoice for the Personal contribution will be credited and the Personal contribution paid will be refunded in full to the User, provided that o2o can also cancel the order at the bicycle dealer free of charge.

These terms of service form an integral part of the o2o Bicycle contract. The User declares to have read them and accepted them.